

PROFILING – 6 Key Steps (Specialist and Alternate Settings)

My Career Insights (Morrisby)



1. Gain Consent Required to participate in the MCI program	<ul style="list-style-type: none"> <input type="checkbox"/> Promote program to key school staff <input type="checkbox"/> Send / Collate Consent from parents / guardians (hardcopy, electronically, verbally) <input type="checkbox"/> Click HERE for 2025 Consent form <input type="checkbox"/> Click HERE and HERE for School and Family Info flyers. Click HERE for translated Consent form and flyers
2. Profiling Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Check school calendar & schedule profiling date/s. Notify key school staff and MCI Program Manager <input type="checkbox"/> Check you have received and completed an IT check using 'Important IT guidelines' doc <input type="checkbox"/> Check the availability of suitable IT devices and book them (School supply or student BYOD?) <input type="checkbox"/> You may register students on their behalf in advance (use student school email for username and school generated passwords). Keep list of usernames / passwords for logging in at a later date
3. Identify appropriate student profile type Three Morrisby Profile Pathways <i>Full Profile: Students with higher capability</i> <i>Optional Aptitudes: Most students</i> <i>Elemental Aspirations: Students with greater challenges – literacy, comprehension, concentration, visual impairment</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Every student (15+) can complete one of the 3 available profiles – Click Profiling matrix and Additional Pathways for outline of profiling types. Identify the most suitable Profiling type for each student <input type="checkbox"/> Check you have received your school's 2025 Student Profiling Kit with embedded registration code <input type="checkbox"/> Request 2025 Full Aptitudes and Elemental Aspirations Student Profiling Kits and registration codes if required <input type="checkbox"/> Familiarise with Morrisby Advisor Access. Login to Morrisby Manager with education email <input type="checkbox"/> Request Adviser Access for additional key staff
4. Prepare Students & Supervisors Why, What, How & When <i>"Preparation results in higher completion rates and more accurate self-reflection and possible career suggestions"</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Sample questions received? Consider converting answers using Boardmaker eg. Emojis, milk glasses? <input type="checkbox"/> Schedule / deliver a class to prepare / familiarise students with profiling process and format inc. practice questions. Show / explore sections of the following resources? 'Getting Prepared' Video; 'Getting Prepared' slides; Getting Prepared PPT; Lesson Plan 1 <input type="checkbox"/> Book rooms with whiteboard / screen, tables & chairs, in a quiet location where students will not be distracted <input type="checkbox"/> Consider a separate room for students completing alternative profiling pathways <input type="checkbox"/> Brief supervising staff inc. learning supporters, about the profiling process (inc. using the correct registration codes, help with understanding questions, keeping students on task, saving / logging off once completed) <input type="checkbox"/> Notify students and key staff of event
5. Profiling Day/s	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure students have school email address and password for registration (have backup list available for login if you have already registered students) <input type="checkbox"/> Supervisors to follow instructions relevant to student's profile type in School Administration Guide (<i>pages 11–14</i>) <input type="checkbox"/> Support students to follow registration and profiling steps outlined in relevant Student Profiling Kit <input type="checkbox"/> Assisting students with typing, reading, explanation of terms, and other identified need <input type="checkbox"/> Observe / support students' progress or monitor using Morrisby Manager (refer to Morrisby Adviser Access Guide for instructions) <input type="checkbox"/> Have additional activities / tasks for students who complete early or ask to leave room so don't distract others <input type="checkbox"/> Contact MCI Program Coordinator with any questions, or contact MCI IT support if experiencing any tech issue
6. Profiling Catch-up Session	<ul style="list-style-type: none"> <input type="checkbox"/> Identify students who didn't complete their profile or were absent on profiling day using Morrisby Manager <input type="checkbox"/> Arrange a catch-up profiling session for these students and generate recovery codes if login details lost

Helpful Resources: (CTRL+Click to open all links in Blue)

[Morrisby Adviser Access Guide](#)

[MCI: School Administration Guide](#)

[MCI Website for Additional Information & Resources](#) (inc orange Specialist button at bottom of page)

MCI Key Contacts

Program Coordinator

[General & Tech support](#) / (03) 9433-8033